

**OPEN SESSION MINUTES
WINNEBAGO COUNTY BOARD OF SUPERVISORS
SOLID WASTE MANAGEMENT BOARD**

DATE: May 17, 2017

TIME: 9:00 a.m.

LOCATION: Sunnyview Landfill
100 W. County Road Y
Oshkosh, WI

PRESENT: Pat O'Brien, Chairman
Ken Robl, Vice Chairman
Paul Eisen, Secretary
David Albrecht
Jerry Finch
Gerry Konrad
Doug Nelson
Susan Locke

EXCUSED: Mike Easker

ALSO PRESENT: John Rabe, Director of Solid Waste
Kurt Pernsteiner, Solid Waste Operations Manager
Kathy Hutter, Recycling Program Manager
John Fink, County Executive Assistant

1. Call to Order: P. O'Brien called the meeting to order at 9:00 a.m.
2. Approve Agenda: Motion to approve the May 17, 2017 revised agenda, made by K. Robl and seconded by J. Finch. Motion carried 8-0.
3. Public Comments on Agenda Items: None.
4. Announcements/Communications: K. Hutter asked Solid Waste Management Board (SWMB) Members who prefer to receive SWMB Agendas and draft Open Session Meeting Minutes via email to indicate this preference and provide an updated email address. K. Hutter explained that Closed Session Meeting Minutes will continue to be mailed.

J. Rabe explained to the SWMB that Cassandra (Cassie) Stadtmueller will start as the new Administrative Associate for the SW Department on May 18, 2017. J. Rabe further explained that C. Stadtmueller has an Associate's Degree in the Administrative Professional program from Fox Valley Technical College and has experience working as a Support

Specialist for the Winnebago County (WC) Human Services Department. C. Stadtmueller will provide key administrative services for the SWMB.

5. Approval of Minutes – May 3, 2017 Open Session: Motion to approve the May 3, 2017 open session minutes, made by J. Finch and seconded by G. Konrad. Motion carried 8-0.
6. Discussion – 2018 Budget Schedule: J. Rabe presented the SWMB with the 2018 Budget Schedule as follows:
 - 2018 Budget kickoff was issued on April 18, 2017 by the Finance Director.
 - Labor Allocations and New Position requests are due June 30, 2017.
 - Remodeling and Technology Replacement requests are due July 3, 2017.
 - Mission, program description, accomplishments and goals due to Human Resources on July 21, 2017.
 - Staff will review and develop individual cost center budgets in July 2017.
 - Draft budget packets will be mailed to the SWMB in late July 2017.
 - The SWMB budget workshop will be held on August 2, 2017, 9:00 a.m. – Noon; August 9, 2017 will be a backup workshop date.
 - SWMB is included in Group 3, with budget due August 11, 2017.
 - The final Executive Budget meeting will be held during the week of August 28 – September 1, 2017.
 - Final changes are due to WC Executive on September 11, 2017.
 - County Board budget deliberations will be held November 6 – November 8, 2017.

Discussion ensued amongst the SWMB.

7. Discussion/Action – Memorandum of Understanding and Resolution for Ken Robl Conservation Park: J. Rabe explained to the SWMB that he met with P. O'Brien, E. McCoy, SW Parks Specialist and R. Way, WC Parks Director on May 15, 2017 to review the draft Memorandum of Understanding (MOU) for the Ken Robl Conservation Park (KRCP) between the SWMB and WC Parks and Recreation Committee (P&R), and discuss KRCP operations/maintenance costs. J. Rabe indicated that the outcome of this meeting included:
 - Determination that KRCP operations/maintenance costs were expected to be minimal, but Staff cannot fully determine these costs at this time.
 - Determination that the MOU will not include SWMB financial assistance for operation/maintenance. SWMB financial assistance for KRCP operations/maintenance will be considered at a later date.

J. Rabe explained to the SWMB that Wisconsin Department of Natural Resources (WDNR) is requesting copies of the approved MOU and WC Resolution to consider with the Stewardship Grant Application that was submitted on April 27, 2017.

J. Rabe presented the draft MOU to the SWMB. J. Rabe asked the SWMB to consider approval of the MOU so that it could be presented to P&R for consideration at the May 30, 2017 meeting. J. Rabe explained that once the MOU is approved by P&R, it will be forwarded to M. Harris, County Executive for final authorization.

Discussion ensued amongst the SWMB.

Motion made by G. Konrad and seconded by P. Eisen, to approve the MOU for the KRCP between the SWMB and WC P&R Committee as presented by Staff. Motion carried 8-0.

J. Rabe presented the WCSWMB Resolution for KRCP Grant Application to the SWMB. J. Rabe explained that the Resolution authorizes him to act as the Grant Administrator, with responsibilities that include submitting the Grant Application, submitting reimbursement claims with supporting documentation, submitting signed documents and authorization to take necessary action to undertake, direct and complete the approved project. J. Rabe asked the SWMB to consider approval of the Resolution so that it could be considered by the WC Board of Supervisors at the June 20, 2017 meeting.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by G. Konrad, to approve the WCSWMB Resolution for KRCP Grant Application as presented by Staff. Motion carried 8-0.

8. Discussion/Action – Landfill Gas Pipeline Compliance Services: J. Rabe explained to the SWMB that the funding for the initial Landfill Gas Pipeline Compliance Services was discussed at the November 16, 2016 meeting. At that time, the SWMB authorized Foth Infrastructure & Environment (Foth)/USDI to gain Public Safety Commission (PSC) Pipeline Compliance by completing initial Compliance Services that included: Preparation of Operating and Safety Plans, Staff Training, obtaining an Operator ID and coordination of a PSC Inspection; cost estimate ~\$33,400. The initial Foth/USDI services will end in May/June 2017 once the on-site meeting with PSC takes place.

J. Rabe explained to the SWMB that annual service to maintain LFG Pipeline Compliance with PSC is necessary; USDI submitted a pipeline maintenance operating agreement to SWMB Staff, proposing a 3-year term/\$30,000 per year. J. Rabe indicated that he felt a short-term contract with option to renew may be more appropriate at this time and asked USDI to submit a 7-month service proposal (June-December 2017). J. Rabe presented the May 4, 2017 USDI Letter of Proposal and Retainer Rate Schedule to the SWMB. J. Rabe reviewed the USDI proposed services and costs (\$2,300/month, 7-month term/total ~\$16,100); additional retainer fees will be charged for line locates, public awareness meetings, additional services and consumables.

J. Rabe asked the SWMB to authorize staff to contract with USDI for 2017 Landfill Gas Pipeline Compliance Services. J. Rabe explained that if authorized, Staff will draft a WC standard Purchase of Services Agreement for the initial 7-month term (starting June 1, 2017) and include the May 4, 2017 USDI Letter of Proposal as Schedule "A".

Discussion ensued amongst the SWMB.

Motion made by D. Albrecht and seconded by K. Robl, to authorize Staff to contract with USDI for Landfill Gas Compliance Services for a 7-month term, starting June 1, 2017 at the rate of \$2,300/month (\$16,100 total) plus incidentals. Motion carried 8-0.

9. Discussion/Action – Engineering Services for Residential Drop-Off Area Modifications Project:

J. Rabe explained to the SWMB that the Residential Drop-Off Area Modifications Project evolved from a 2016 Project for landfill paving improvements. On April 12, 2016, J. Rabe authorized Foth's Engineering Services for the following 2016 Project Engineering Services Tasks and Cost:

Task 1 – Conceptual Layout Development and Engineering	\$9,100
Task 2 – Bidding Assistance	\$5,200
Task 3 – Project Administration	\$2,200
Task 4 – Field Observation	\$4,400
Task 5 – As-Built Drawings	<u>\$3,100</u>
Total	\$24,000

J. Rabe indicated that the 2016 Project cost was included in Administration and Co-Disposal Site Architect Engineer Budgets. Task 1 (\$9,101) and Task 2 (\$6,945) were billed in 2016 (Total \$16,046).

J. Rabe explained to the SWMB that the 2017 Residential Drop-Off Area Modifications Project includes additional site improvements: a 3rd roll-off box ramp, revised location/improved concrete loading dock for electronics/appliances, yard waste storage/processing area and an outdoor shingle storage/recycling area. J. Rabe further explained that:

- The 2017 Project Architect Engineer Budget is \$30,000.
- Foth wrote off ~\$5,200 as a result of inefficiencies during early 2017 design activities.
- Staff authorized a partial contract for engineering services on April 27, 2017 for Task 1 – Design Plans & Specifications/Bidding Assistance. (\$10,900 total, \$7,107 billed through April 30, 2017).

J. Rabe presented the SWMB with the following 2017 Project Foth Engineering Estimate:

	<u>Initial</u>	<u>Revised</u>
Task 1 – Design Plans & Specifications/Bidding Assistance (Completed)	\$10,900	\$10,900
Task 2 – Construction Administration	\$17,400	\$12,700
Task 3 – Field Observation	\$35,600	\$23,100
Task 4 – Construction Observation Report	<u>\$10,500</u>	<u>\$6,400</u>
Total	\$74,400	\$53,100

J. Rabe explained to the SWMB that the 2017 Project Construction Contract was awarded to Buteyn-Peterson on May 3, 2017 for \$379,755 (Engineering Services Estimate, typically 15% = \$57,000). Foth's Revised Engineering Services Estimate falls within the expected costs for this project. J. Rabe asked the SWMB to consider authorizing Foth's Engineering Services Estimate of \$53,100.

Discussion ensued amongst the SWMB.

Motion made by J. Finch and seconded by K. Robl, to authorize Foth’s Engineering Services for the Residential Drop-Off Area Modifications Project for \$53,100. Motion carried 8-0.

10. Discussion – Sludge Site Final Cover Construction Update: J. Rabe presented the following Sludge Site Final Cover Construction Update to the SWMB:

- Riverview Construction (Riverview) finished ash hauling activities on May 16, 2017.
- Riverview re-connected sections of passive gas vent piping to the active system on May 2, 2017 (GV-2) and May 9, 2017 (GV-34) to reduce site odors; solar vent flares at GV-2 and GV-34 were relocated.
- Sludge Site Final Cover Construction Project Contracts with Buteyn-Peterson are signed.
- A Pre-Construction meeting is scheduled for May 30, 2017.
- SWMB Staff submitted a Plan Mod to WDNR for changing to geocomposite drainage layer vs. sand layer (\$60,000 construction cost savings); WDNR requested additional information about the solar vent flares and potential active gas system connection; Foth submitted emissions calculations to WDNR on May 16, 2017.

Discussion ensued amongst the SWMB.

11. Discussion – Landfill Gas Operations Update: J. Rabe updated the SWMB with the following LFG operations report.

Landfill Gas Operations – May 15, 2017			Meter Op. Hours	One-Week Runtime
Engine #2	Running at 987 KW		49986	99
Engine #3	Running at 987KW		19633	85
Engine #4	Running at 1020 KW		14532	160
Engine #5	Down	Decoke	16049	165
Sunnyview Compressor	Compressor A – Off; B running at 60%. Pipeline outflow = 960 scfm.			
Sunnyview Flare	Flare – Off; Vacuum = 12’’ wc; Blower 103/104 running at 54%; 105–Off	Flare started on May 16, 2017 at 8:00 a.m.		
Sunnyview Gas Field	CH4 = 51.3% O2 = 1.0%			
Snell Rd Flare	Flare – On; Flow = 91 scfm; Vacuum = -16.1’’ wc			
Snell Rd Gas Field	CH4 = 46.6% O2 = 1.6%			

- WPS/Highway Revenues were \$206,581 for April 2017; on track for ~\$2.8 Million in revenues for 2017, including Engine 1 insurance claim (\$362,973); 2017 Budget is \$2.6 Million.
- Foth completed May 2017 monthly monitoring on May 12, 2017.

Discussion ensued amongst the SWMB.

12. Future Agenda Items: None.

13. Set Next Meeting Date: The next SWMB meeting date is scheduled for June 7, 2017 at 9:00 a.m.

11. Adjournment: Motion to adjourn made by J. Finch and seconded by P. Eisen. Motion carried 8-0. Meeting was adjourned at 9:58 a.m.

Respectfully Submitted,

Kathy Hutter
Recycling Program Manager

Approved by SWMB – June 7, 2017